Spring 2015 Assessments
Division of Accountability Services (DAS)
Secure Site - Pre-Identification

There are three different methods to pre-identify students on the Secure Site for the spring state assessments (MME, M-STEP (grades 3-8 and high school), WIDA, and MI-Access. You can use one or a combination of them to identify students for testing. Detailed instructions are available below and also in the Secure Site Procedure and User Manual located by clicking the User Guide link at the top of the Secure Site pages.

1. **Pre-ID File Upload**
   a. A file can be uploaded to the Secure Site by any Secure Site user that has access above "view only".
   b. Students must have a UIC issued by MSDS included in the file.
      i. New this year - Nonpublic school students are required to have a UIC number.
      ii. New this year - Home schooled students are required to have a UIC number.
   c. The file must be a .txt or .csv file and in the required format.
   d. This file can sometimes be created by the district MSDS person who is usually the district student pupil accounting person.
2. **Student Search** – assigning a student to the school/test cycle one at time.
   a. Students are entered directly on the Secure Site by any Secure Site user that has access above "view only".
   b. Students must have a UIC issued by MSDS if they will be entered as a "New" student.
      i. New this year - Nonpublic school students are required to have a UIC number.
      ii. New this year - Home schooled students are required to have a UIC number.
3. **MSDS Copy**
   a. Student data can be copied from MSDS to the Secure Site by any Secure Site user that has access above "view only".
   b. Students must have an enrollment record for the school in MSDS in order to be copied into the Secure Site using this method.

DAS will pre-identify students for the ACT plus Writing, WorkKeys, MI-Access, M-STEP (grades 3-8 and high school) and WIDA. The enrollment in MSDS based on general collections and student record maintenance (SRM) files from MSDS will be used to do the initial pre-identification. This will be a one-time load and schools or districts will be responsible for adding or unassigning students. Watch for communications from DAS regarding pre-ID dates.

Nonpublic Schools will be responsible for pre-identifying all of their students on the Secure Site.

Special Instructions for online schools:

1. If the school is administering the test online but have students that will require the paper and pencil version of the test, you will need to deselect online testing for the specific content area for the student. There are two ways to do this, you can do this in the student's demographic page through the *Student Search* function or you can do it on the Student *Demographics-Mass Update* page both found under the Student Information menu.

   If you are administering the MI-Access Functional Independence (FI) online, all content areas will be selected as online except Accessing Print which is only available in paper and pencil.

2. This year there are two parts to pre-identifying students to a spring assessment that will be administered online. Once students have been pre-identified, they will also need to be assigned to a test session. There are separate instructions titled "Online Testing Session Instructions" available for this function. This is only for M-STEP and MI-Access Functional Independence.

Pre-ID File Upload

A .txt or .csv file can be created in the required format and loaded directly to the Secure Site to identify students for an assessment. The Pre-ID File Layout can be located at the bottom of the Secure Site login page at https://baa.state.mi.us/BAASecure/Login.aspx?ReturnUrl=%2fBAASecure along with a template. When using the template, you will need to use the layout in order to identify the format of each field and remember it must be saved as .csv file before loading it to the Secure Site.

The data for the pre-ID file can be pulled from the student information system by your district pupil accounting person. Anyone with access to the Secure Site higher than a "view only" can load the file to the Secure Site.

A separate file must be created for each TEST PERIOD. See #4 below for a list of the test periods.

Once the file has been created:

1. Log in to the Secure Site at https://baa.state.mi.us/BAASecure/Login.aspx?ReturnUrl=%2fBAASecure with your MEIS login and password.
2. Select *Pre-ID Students* from the *Pre-ID Functions* menu at the top.
3. Select *File Upload* from the *Pre-ID Method* dropdown.
4. Select the *ISD, District*, and the appropriate Test Period from the *Destination Test Period* drop downs. The ISD and District fields may prepopulate depending on your access.
   a. ACT plus Writing and WorkKeys are included in test period "Spring 2015 College and Career Ready".
   b. M-STEP grades 3-8 and high school and MI-Access are included in test period "Spring 2015"
   c. WIDA is its own test period called Spring "2015 WIDA".
5. Click on the *Select* button next to the *File to Upload* field to select the pre-ID file from your computer.
6. Click Upload.

The file may take up to 15 – 60 minutes to fully load depending on the size of the file and volume of users uploading files. To check the status of your file:

1. Select *Pre-ID File Upload* Results from the Pre-ID Functions menu at the top.
2. Select the ISD and District from the drop downs and click on the *Search* button.
3. A list of files loaded and the status will display.
   a. If there are errors, you can click on the *View Errors* link under the Errors column to review the noted errors.
   b. You can download the records with the errors by clicking on the *Download Errors* button, correct the errors and reload the file.
4. After students have been pre-identified on the Secure Site, if they are testing online, they must be assigned to a test session. There are separate instructions titled "Online Testing Session Instructions" available for this function.

Student Search/Pre-ID One at a Time

Students can be pre-identified one at a time on the Secure Site. This would not be feasible for a large group of students, but is helpful for those few students that enroll later or were missed in a previous file.

1. Log in to the Secure Site at https://baa.state.mi.us/BAASecure/Login.aspx?ReturnUrl=%2fBAASecure with your MEIS login and password.
2. Select *Student Search* from the Student Information menu at the top.
3. Put in a few letters in the *Last Name* and the *First Name* and the student's DOB in the *Birth Date* field and click the *Search* button.
   a. You can search by UIC number if you have it available.
4. Click the *Search* button at the bottom right. The system will search MSDS <u>and</u> the Secure Site to bring back search results.
5. Select the correct student from the Search Results section by clicking on the student's name.
   a. If you cannot find the student, try to enter less information in the Search Filter area to bring back more results.
   b. Only students that are new to the state and new to the public school system should be unfound in the search.
      i. Use the New Student Entry instructions below to add these students to the Secure Site.
      ii. You will need a UIC number for the student to add them to the Secure Site.
6. On the Student Summary page, click on the *Add Test Cycle* button located mid screen on the right to add the student to your school and to the test cycle.
7. On the Student Demographics page, select the following:
   a. Appropriate test cycle from the *Test Cycle* drop down.
   b. Select the *ISD* (may prepopulate depending on your access).
   c. Select the *District* (may prepopulate depending on your access).
   d. Select the *School* (may prepopulate depending on your access).
   e. Select the student's grade from the *Grade* field.
   f. All other information under the Student Demographics section is optional and not required.
      i. *Years of Schooling (EL Students Only), Year First Entered USA School (EL Students Only)* are for English language learners only and is used for accountability purposes. It is not indicated as a required field but should be completed for EL students.
      ii. *Feeder School Code, LEP* (limited English proficient, *FLEP* (formerly English limited proficient, *SE* (special education), *MS* (migratory status), *ED* (economically disadvantaged) and *HL* (homeless) are pulled from MSDS and a public school user cannot enter this information on the Secure Site.
      iii. *HS* field is used to indicate the student is a home schooled student. If you are testing a home school student you need to select this field.
      iv. The above student demographic information can be entered for a nonpublic school student directly on the Secure Site.
   g. The *Content Areas* box will populate with the appropriate content areas based on the Test Cycle and Grade selected. If a student will NOT be taking one of the content areas in the selected test cycle, you can deselect the content area.
      i. This will mostly be used when a student will split testing between M-STEP and MI-Access FI.
8. Click on the *Save* button at the bottom right. The screen will blink and additional sections will open at the bottom of the screen.
   a. Assessment Information section:

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      i. Use this to section to unassign or reassign the student from a content area

     ii. Class Group Codes and Research Codes can be entered for each content area. These are school or district use only. These will not be used by the DAS.

    iii. If administering the test online, the *Online Testing* box will be automatically set for each content area. If a student is NOT testing online in one or more of the content areas, you will need to deselect the *Online Testing* for the appropriate content area.

   b. If you make any changes in these sections, don't forget to click the *Save* button at the bottom right.

9. After students have been pre-identified on the Secure Site, if they are testing online, they must be assigned to a test session. There are separate instructions titled "Online Testing Session Instructions" available for this function.

New Student Entry

After doing a student search, if you are not able to find a student, you can enter them as new. Only students that are new to the state or new to the public school system should be unfound so be cautious not to create a duplicate record for a student.

1. Log in to the Secure Site at https://baa.state.mi.us/BAASecure/Login.aspx?ReturnUrl=%2fBAASecure with your MEIS login and password.
2. Select *Student Search* from the *Student Information* menu at the top.
3. Put in a few letters in the *Last Name* and the *First Name* field and click the *Search* button.
  a. A search is only being done in order to bring up the *New Student* button at the bottom right.
4. On the Student Demographics page, select the following:
  a. Appropriate test cycle from the *Test Cycle* drop down.
  b. Select the *ISD* (may prepopulate depending on your access).
  c. Select the *District* (may prepopulate depending on your access).
  d. Select the *School* (may prepopulate depending on your access).
  e. Enter the *Last Name* (must be legal name).
  f. Enter the *First name* (must be legal name, no nicknames).
  g. Select the *Gender*.
  h. Enter *Birth Date* (be extra careful not use the current year).
  i. Enter the *Primary UIC* number. This is a 10 digit number assigned by MSDS and it is required even though it is not in red.
  j. Select *Ethnicity*.
  k. Select the student's grade from the *Grade* field.
  l. All other information under the Student Demographics section is optional and not required.
    i. *Years of Schooling (EL Students Only), Year First Entered USA School (EL Students Only)* are for English language learners only and is used for accountability purposes. It is not indicated as a required field but should be completed for EL students.
    ii. *Feeder School Code, LEP* (limited English proficient, *FLEP* (formerly English limited proficient, *SE* (special education), *MS* (migratory status), *ED* (economically disadvantaged) and *HL* (homeless) are pulled from MSDS and a public school user cannot enter this information on the Secure Site.
    iii. *HS* field is used to indicate the student is a home schooled student. If you are testing a home school student you need to select this field.
    iv. The above student demographic information can be entered for a nonpublic school student directly on the Secure Site.

m. The *Content Areas* box will populate with the appropriate content areas based on the Test Cycle and Grade selected. If a student will NOT be taking one of the content areas in the selected test cycle, you can deselect the content area.
   i. This will mostly be used when a student will split testing between M-STEP and MI-Access FI.

5. Click on the *Save* button at the bottom right. The screen will blink and additional sections will open at the bottom of the screen.
    a. Assessment Information section:
        i. Use this to section to unassign or reassign the student from a content area.
        ii. Class Group Codes and Research Codes can be entered for each content area. These are school or district use only. These will not be used by DAS.
        iii. If administering the test online, the *Online Testing* box will be automatically set for each content area. If a student is NOT testing online in one or more of the content areas, you will need to deselect the *Online Testing* for the appropriate content area.

6. After students have been pre-identified on the Secure Site, if they are testing online, they must be assigned to a test session. There are separate instructions titled "Online Testing Session Instructions" available for this function.

Pre-ID Student Report

After pre-identifying students for an assessment, you can run a report of students pre-identified for the Test Cycle or Test Period. A test period, can include more than one test cycle.

1. Log in to the Secure Site at https://baa.state.mi.us/BAASecure/Login.aspx?ReturnUrl=%2fBAASecure with your MEIS login and password.
2. Select *Pre-ID Student Report* from the Pre-ID Functions menu at the top.
3. Select the *ISD* and *District* from the drop down boxes. If you do not have "district level" access, you will be required to select a school or your school may already be prepopulated based on your access.
4. Select the test period from the *Test Period* dropdown OR select the test cycle from the *Test Cycle* drop down.
    a. Test Cycles are the individual assessments, for example M-STEP.
    b. ACT plus Writing AND WorkKeys are included in test period "Spring 2015 College and Career Ready".
    c. M-STEP grades 3-8 and high school AND MI-Access are included in test period "Spring 2015".
    d. WIDA is its own test period called Spring "2015 WIDA".
5. If you are administering the test online, you can select from the drop down menu the *Testing Mode* of Paper and Pencil or Online. This field is optional.
    a. You may have some students that will be taking the paper and pencil test because of accommodation reasons.
6. If desired, you can select content areas from the *Select Content Areas* box to limit the results of your report to students assigned to test for the specified contact areas. This is optional.
7. Click the *Search* button at the bottom right. A list of students pre-identified for the selected Test Period or Test Cycle selected will be displayed.
8. Once the report is displayed, you can review it on the screen, you can use the *Print* button at the bottom right to print it or use the *Download* button also located at the bottom right to download into a spreadsheet.

9. You can unassign students from the displayed test cycle (you cannot not do this on a report ran by Test Period) by clicking in the check box in the first column to the left of the student name and clicking the *Unassign* button at the bottom right.
10. You can access the student's demographic page by clicking on the student's name, once completed just hit the *Back* button (the button not the web browser back) and it will bring you back to the Pre-ID Student report.

MSDS Copy

If students have been submitted in a general collection or on a student record maintenance (SRM) file in MSDS for the school, then you can copy the student information into the Secure Site for pre-identification purposes. Not all schools submit SRM files for new enrollments, so all that may be available is the general collection file from the previous count day. This will vary by district.

1. Log in to the Secure Site at https://baa.state.mi.us/BAASecure/Login.aspx?ReturnUrl=%2fBAASecure with your MEIS login and password.
2. Select *Pre-ID Students* from the *Pre-ID Functions* menu at the top.
3. Select *MSDS Copy* from the *Pre-ID Method* drop down.
4. Select the *ISD, District*, and school from the drop downs. If you are district level user, you do have the option to bring up a list by district by not selecting the *Source School*.
5. Select the *Source Grade* from the drop down.
   a. This will be the grade the student is currently enrolled in MSDS.
6. The *Last Name, First Name, Birth Date, SE* and *LEP* are optional fields to limit the MSDS search.
   a. When using the *Last Name, First Name and Date of Birth* field, remember you are limiting your search to one student.
   b. Change the *SE* (special education) field to *Yes* to display only students that are identified as special education in MSDS. This is a good filter to use when pre-identifying MI-Access students since only special education students take the MI-Access assessments. Be sure to double check your list.
   c. Change the *LEP* (limited English proficient) field to *Yes* to display only students that are identified as LEP in MSDS. This is a good filter to use when pre-identifying WIDA students since LEP students take the WIDA. Be sure to double check your list.
7. Click on the *Search* button at the bottom right.
8. A new section, *Select Destination Information*, along with a list of students from MSDS will display.
9. Select the *Destination Test Cycle* from the drop down. This will be the test cycle the students will be pre-ID to.
10. Select the *Destination Grade* from the drop down. This will be the grade the student will be in during the testing. Most of the time, it will be the same grade that you selected as the *Source Grade*.
11. Once the Destination *Test Cycle* and *Destination Grade* have been selected, the Content Area will display the contents for the test cycle and grade.
    a. If the students you will be selecting will not be taking all of the content areas in the Destination Test Cycle selected, then you can remove the check marks for a content area by clicking on it.
    b. Keep in mind, if you change the content areas, it will affect the student's that you select and submit.
12. Select the students to be copied into the Secure Site by clicking in the check box in the first column to the left of the student's name.

13. Click on the *Submit* button at the bottom right.
14. You will receive a message "MSDS Copy Completed. Check Files Upload page for status of the file." Click the *OK* button.

The file may take up to 15 – 60 minutes to fully load depending on the size of the file and volume of users uploading files. To check the status of your file:

1. Select *Pre-ID File Upload* Results from the Pre-ID Functions menu at the top.
2. Select the ISD and District from the drop downs and click on the *Search* button.
3. A list of files loaded and the status will display.
    c. If there are errors, you can click on the *View Errors* link under the Errors column to review the noted errors.
    d. You can download the records with the errors by clicking on the *Download Errors* button, correct the errors and reload the file.
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